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COLLECTIONS SERVICES



LIBRARY OF CONGRESS

INTRODUCTION

The mission of Collections Services is to develop qualitatively the Library's universal collections, which document the history and further the creativity of the American people and which record and contribute to the advancement of civilization and knowledge throughout the world, and to acquire, organize, provide access to, maintain, secure, and preserve these collections.

Collections Services is the largest administrative unit, in terms of number of staff members and size of its annual budget, of the seven service units which make up the Library of Congress. Over 1,800 persons work in this service unit which has a FY93 budget of over \$91 million. It is also the largest in terms of the physical space in which these staff members work, located in all three of the Library of Congress buildings on Capitol Hill, at the Kennedy Center for the Performing Arts, and at Wright-Patterson Air Force Base, Dayton, Ohio—as well as in Cairo, Karachi, New Delhi, Jakarta, Rio de Janeiro, and Nairobi.

Staff members of Collections Services make available and service materials to the Library's users through several key activities: the acquisition of materials; the cataloging, classification, and preparation of materials for use; preservation; and serving the public and managing the collections. By doing so, staff members assure that research material is made available at the Library of Congress where it may be consulted by Members of Congress, staff of Congressional committees, visiting scholars, and other readers. Some of the activities of the service unit are common to all large research libraries, including acquiring research material by purchase, cataloging and preserving that material, disposing of unneeded material, logging in serial publications, and assisting readers who use the material. Some activities are, however, unique: maintaining overseas acquisitions offices, demanding copyright deposits, managing an extensive exchange program, developing classification schedules, developing subject headings which have become a standard for thousands of other libraries, participating with publishers in the early cataloging of newly published books as an aid to libraries buying these books, servicing archival collections, and planning for mass deacidification of several million items. Staff members of Collections Services also work with individuals and organizations in the American and interna-

tional library communities in such areas as preservation, access, and bibliographic control.

Support services—network development, automation planning, training, technical processes research—complement the work of the service unit. Without the assistance provided by the Automation Planning and Liaison Office (APLO), the Network Development and MARC Standards Office (NET DEV/MSO), the Technical Processing and Automation Instruction Office (TPAIO), and the Technical Processes Research Office (TPRO), the managers and staff of the service unit could not be so effective in carrying out the mission of the service unit.

In addition, the administrative staff in of the Office of the Associate Librarian for Collections Services coordinates financial management, labor relations, personnel, recruitment, position management, affirmative action, employee recognition and awards, space planning, the purchase of furniture, equipment, and supplies, security, travel, and miscellaneous personnel matters such as requests for leave without pay, fitness for duty exams, and reasonable accommodation. The unit has created and operates the service unit's management information system, by which it tracks all budgetary and financial transactions, performs cost analysis, and provides for projections for staffing as well as fiscal matters.

Automation Planning and Liaison Office

Responsibility for automation planning, application development support, and user assistance for Collections Services resides in the Automation Planning and Liaison Office. APLO staff work closely with staff from Information Technology Services (ITS) and the user divisions throughout the service unit on the development of automation projects. Their work includes (1) definition of user requirements for new automation projects; (2) confirmation of these requirements with both

users and management in Collections Services; (3) discussions with ITS to determine how best to satisfy the request; (4) development and execution of a formal test plan to ensure that the new software meets the requirements; and (5) assistance in the implementation and use of the new software. APLO works with staff with similar functions in other service units to provide consistent automation support throughout the Library. APLO assists user divisions in troubleshooting hardware and software problems so that they can be resolved as quickly as possible.

The staff of Collections Services uses a wide variety of computer systems in its daily work. At present, most cataloging work is done in the Library's database, the Multiple Use MARC System (MUMS), using specialized bibliographic terminals connected to the Library's mainframe computer. MUMS, a mainframe computer system developed by staff of the Library of Congress, permits online input, update, retrieval, and display of MARC authority and bibliographic records. In October 1992, the MUMS database contained over 12 million records for material in many formats, including books, serials, maps, music, visual materials, and computer files. Recent enhancements to the MUMS input systems provide the capability to create templates and to copy records from one file to another. The MUMS search system allows users to search all traditional access points of the bibliographic record. Other cataloging staff use terminals that access computer systems outside the Library of Congress: OCLC (Online Computer Library Center, Inc.) and RLIN (Research Libraries Information Network). Over the past few years, microcomputers have been installed in the divisions to support word processing and office automation activities. Automation staff are now working on a project to replace the current "dumb" terminals with microcomputers on local area networks.

Recently APLO staff has been assisting in the development of the ACQUIRE system. ACQUIRE will provide a central, online facility to handle many of the activities involved in the acquisition of materials for the Library's collections and internal use, including tracking orders, managing the accounting for purchases and blanket orders, and producing vendor orders and claims.

Network Development and MARC Standards Office

The Network Development and MARC Standards Office is the focal point for library and information network planning in the Library of Congress. Established in 1976 to provide focus for networking activities in the Library of Congress, the office was expanded in 1984 to include MARC standards responsibilities. Thus, staff are involved in many facets of network development including:

- standards**, which are basic to efficient, long-term interchange with other systems such as those for Machine-Readable Cataloging (MARC);

- planning**, which involves working out detailed models and specifications with other institutions and with internal Library of Congress units; and

- coordinating and testing implementation** that takes the standards development and planning to fulfillment through the completion of operational networking systems.

Two recent networking projects of major interest to the library community are the Linked Systems Project (LSP) and Foreign MARC.

NET DEV/MSO has the responsibility for planning and coordinating the Library's participation in LSP, which provides for computer-to-computer linkages between the Library of Congress and external systems. LSP started as a cooperative effort of the Library of Congress, the Research Libraries Group (RLG), and OCLC to implement computer-to-computer links in support of resource sharing activities. The initial application of those links is for the maintenance of the National Authority File—an integrated, consistent name authority file jointly built by the Library of Congress and cooperative libraries under the National Coordinated Cataloging Operations (NACO). The LSP work has been funded in part by the Council on Library Resources, Inc. (CLR).

NET DEV/MSO also has the responsibility for the development of a Foreign MARC Resource File, a project which will facilitate the use of MARC records from other countries and make them available to the Library's catalogers in a file in the Library's database. Initially, plans are for MARC-based bibliographic records for monographs from Great Britain, Canada, Australia,

and New Zealand to be loaded into the Library's database to facilitate the cataloging process. Bibliographic records from the former Soviet Union, France, and Germany may be added to this list of potential foreign MARC sources. NET DEV/MSO continues to work with the national libraries of these countries to perfect the conversion of their bibliographic records to the UNIMARC format, the international communications format for exchange of records, developed by the International Federation of Library Associations and Institutions. The availability of records in the UNIMARC format allows the Library to convert them to USMARC format and eventually load them into the Library's database.



The importance of networking in the library and information services communities was recognized by the Library in 1976 when the Library of Congress Network Advisory Committee (NAC) was established to (1) advise the Librarian of Congress on the role of the Library in a nationwide network of library and information services; (2) promote the development of nationwide networking of library and information services and serve as a focal point and forum regarding network issues; (3) provide input to the Council on Library Resources (CLR); and (4) serve as a sounding board and a forum for the U.S. National Commission on Libraries and Information Science (NCLIS) on matters related to networking and of interest to NCLIS.

NAC membership is limited to 35 U.S. organizations formally constituted and functioning in the

public and private (not-for-profit and for-profit) sector which are actively engaged in regional or national networking of library and information services or have a significant impact on the development of nationwide networks providing library and information services. NAC usually meets twice a year to discuss topics of interest to the library and information services communities, including intellectual property rights in the electronic environment, electronic document delivery, and the impact of local library systems on the networking environment. The results of the meetings are published in the *Network Planning Paper* series, available through the Library's Cataloging Distribution Service.

Technical Processing and Automation Instruction Office

The mission of the Technical Processing and Automation Instruction Office is to meet Collections Services' needs for an ongoing program of in-service training in technical processing, automated technical processing, and office automation in cooperation with other divisions and offices in the service unit.

Since its establishment in October 1985, TPAIO has provided training, instruction, and guidance to all directorates in Collections Services and when possible to other service units. The office focuses on skills training. All instruction is interactive.

The office operates in partnership with the managers, supervisors, and staff of the service unit. Courses are designed and developed upon request from supervisors, managers, or when a demonstrated need arises. The office has a considerable list of course offerings, published at the start of each fiscal year, in its three areas of responsibility.

Technical Processes Research Office

Established in August 1988, the service unit's research arm, the Technical Processes Research Office, is responsible for research into those areas of technical processing of most importance to the Library of Congress.

The office's work is carefully coordinated with the appropriate directorates in Collections Services, other Library of Congress units, and the library and information community. Projects in-

clude the revamping of the Library's cataloging priorities and levels of cataloging system, the Subject Subdivisions Conference held in May 1991, and cataloging rationalization. All three endeavors

included the elements of research, coordination with various organizations within and outside the Library, and the follow-through on implementation.

ACQUISITIONS

The history of Collections Services is as old as the Library of Congress itself. Although its name and present configuration came about as the result of a Library-wide reorganization in October 1989, the mission work of the service unit began April 24, 1800, with the signing of legislation creating a collection of written knowledge specifically for the use of Congress.

From its earliest days, the Continental Congress relied on books in conducting the business of the North American colonies. One of its first official acts in 1774 was to obtain access to the resources of the Library Company of Philadelphia. As early as 1782, a delegate to the Continental Congress proposed that Congress import books for its use from Europe. A committee was established and in 1783 it recommended the purchase of over 250 titles. The expenses of conducting war, however, precluded even so modest an expenditure for a library.

When the capital of the United States was moved to Washington, D.C., in 1800, Congress passed a bill, signed into law by President John Adams, establishing its own library. The legislation provided for a joint congressional committee to oversee the purchase of books, furnish a catalog, and establish regulations for the Library's use. The first two of these functions, coupled with preservation and public service and maintenance of the special collections, continue today under the leadership of the Associate Librarian for Collections Services.

During the early years, the primary means of acquiring materials was through purchase. In June 1800 the Library placed its first order with the London firm of Cadell & Davies, Booksellers. Eleven months later, volumes began to arrive and were housed in the office of the secretary of the Senate in the Capitol. Purchases were supplemented by deposit of copies of legal documents and Congressional journals. American authors, engravers, and painters were asked to send copies of their work to the Library. The committee also selected from works deposited with the State Department as part of the copyright registration process. By 1812 the collections consisted of 3,076 volumes and 53 maps.

In 1814, British troops captured Washington and burned the Capitol, destroying the entire collection. To replace the lost volumes, Congress

appropriated \$23,950 to purchase the personal library of Thomas Jefferson, who described his collection in this way: "I do not know that it contains any branch of science which Congress would wish to exclude from their collection; there is, in fact, no subject to which a member of Congress may not have occasion to refer." Jefferson's comprehensive library became the nucleus for the collections of today's Library of Congress.

Before 1860 a Congressional Library committee assumed full responsibility for selecting and obtaining items for the collections. However, the year 1861 marked a turning point in the acquisition and development of the Library's collections. Pledging to bring into the Library "oceans of books and rivers of information," Ainsworth Rand Spofford, Librarian of Congress from 1864 to 1897, centralized at the Library all United States copyright activities. Past attempts to obtain deposit copies to build the Library's collections had been largely unsuccessful, and by taking on the business of copyright registration himself, Spofford guaranteed that the Library would have access to two deposit copies of each book, pamphlet, periodical, map, photograph, print, and musical composition submitted for copyright protection. Spofford also agreed to house the Smithsonian collection of 40,000 volumes, consisting primarily of American scientific materials and foreign documents. He arranged to obtain 100 free copies of the *Congressional Record* and U.S. statutes, and, with these resources as the basis, Spofford established exchange agreements with all foreign countries then having diplomatic relations with this country. He also focused his attention on historical materials, purchasing complete private collections and libraries, newspapers, maps, and manuscripts. In 1882 the Library acquired physician Joseph M. Toner's more than 40,000-volume private library, "the first instance in the history of this government of the free gift of a large and valuable library to the nation." By the turn of the century, when Spofford stepped down as Librarian, all of the Library's current methods of acquiring materials—through purchase, exchange, gift, copyright deposit, and government donation—were well established.

The influx of so many new materials into the Library's collections created the need for more

space, culminating in the opening in 1897 of the Library of Congress building, today known as the Thomas Jefferson Building. Related to the growth of the collections and occupation of the new building was the establishment of separate departments for the general collections, including maps, music, manuscripts, and graphic arts, as well as a cataloging department. The following year, in response to the need for centralized fiscal control of acquisitions, the Order Division was established.

As implied by its name, the Order Division is responsible for acquiring library materials by purchase and for preparing and maintaining fiscal, statistical, and budgetary data. Since most U.S. materials are acquired through copyright and the Cataloging-in-Publication Program, the majority of Order Division purchases are foreign materials. In FY91, the division purchased 1,136,232 pieces—books, serials, microforms, prints, photographs, and other formats. The division attempts to purchase material in the country of publication as soon after publication as possible. To assist in this effort, the Library has approximately 200 approval plans throughout the world.

Supplementing approval plans and subscription arrangements are bibliographic service agreements which are initiated to obtain services or publications beyond the regular scope of the book trade. A number of agreements are in place—e.g., in Athens, Rome, Moscow, Taiwan, and Mexico—to provide publications from nontrade sources such as government departments, museums, learned societies, and universities. The agreements are under the administration of the Order Division and the Exchange and Gift Division.

Foreign book acquisitions in the form of official exchange agreements had been attempted as early as 1834, when President Andrew Jackson approved a joint resolution of Congress providing for the deposit of 25 copies of every work printed by the United States Government to be used in exchange for materials to be added to the Library's collections. In 1848, Congress appointed an agent in Paris to obtain official French publications, but the arrangement was terminated five years later without the acquisition of any documents. International exchange agreements were finally formalized by the Brussels Conventions of 1886, establishing relationships with Belgium, Brazil, Portugal, Spain, Serbia, and Switzerland.

Today exchange takes place between the Library and more than 15,000 domestic and international partners, under the auspices of the Exchange and Gift Division. Through the division, the Library acquires more than 400,000 pieces annually, half of which are official publications of foreign governments. Materials offered in exchange include U.S. government documents, Library of Congress publications, and surplus publications.



The division is also responsible for coordinating the acquisition of materials from gift sources. Gifts became a regular source of materials for the collections after the donation of the Toner library in 1882. Since that time the Library has received gifts from private individuals, for example, rare incunabula and other treasures from collectors like Lessing J. Rosenwald or personal files such as those of Henry Kissinger and Margaret Mead. Presidential papers and libraries have also been donated as well as the papers of organizations such as the National Association for the Advancement of Colored People. Gifts have also formed the nucleus for special collections, including a gift from the Chinese emperor in 1869, the first major acquisition of Asian materials.

By law the Exchange and Gift Division may acquire up to 25 copies of each publication issued by the Government Printing Office (GPO). Publications printed but not distributed by Federal agencies themselves may be obtained through the Documents Expediting Project, a centralized acquisition service which obtains for its members U.S. Government publications which are not designated as depository items and are not available by purchase from GPO or the issuing agency. Currently the project has a membership of over 130 university, public, and special libraries, and other organizations.

The Library of Congress has available for donation to educational institutions, public bodies, and nonprofit organizations located in the United States surplus books that are not needed for the collections or for exchange. Most of these materials have been transferred to the Library by other Federal agencies and consequently reflect the types of materials acquired by Federal libraries—legal, political, and economic. Institutions in nearly every state select from the surplus, and among the kinds of libraries that have benefited from this program are elementary, high school, college and university libraries, and public libraries.

As mentioned earlier, the Library has always collected foreign publications through a variety of sources, including exchange and purchase. Following World War II, the Farmington Plan was developed to enable American libraries to rebuild their collections. During the years the plan was in effect, many of the Library's blanket orders were developed. Legislation passed in 1958 (P.L. 480) provided for the use of foreign currencies accumulated from grain sales to acquire books, periodicals, and other materials needed for research libraries in the United States. President John F. Kennedy approved the first appropriation for this new program in 1961, and before the end of the year, several Library staff members traveled to Egypt, Pakistan, and India to set up the Public Law 480 Program. During 1962, the year the Overseas Operations Division was created, 40,000 publications were obtained for 20 libraries. In addition to the original offices in Cairo, Karachi, and New Delhi, the Library now has offices in Jakarta, Nairobi, and Rio de Janeiro. Together the six offices cover 59 countries.

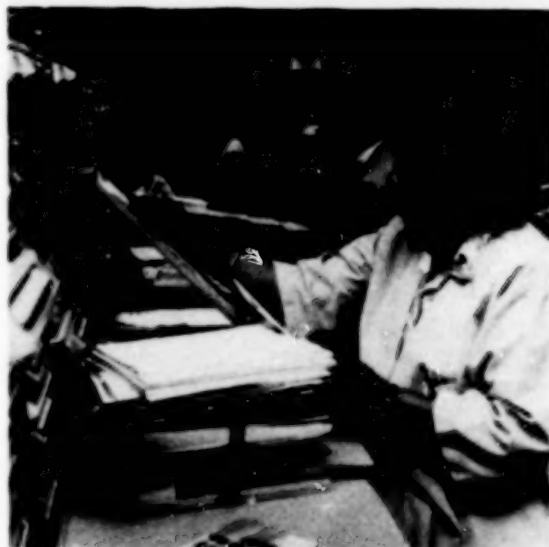
The mission of the Overseas Operations Division is to acquire and distribute research materials

from countries where conventional acquisitions methods are inadequate, to provide bibliographic data for these materials, and in several offices to microfilm materials for preservation. Each office is directed by a U.S. field director and has a staff of local employees. All of the offices have "participant programs" through which the Library of Congress acquires publications for itself and approximately 90 other institutions, primarily university and research libraries in the United States. The overseas offices produce *Accessions Lists* for the countries they cover, which are useful to participants as well as scholars and librarians. Frequently these lists are more current and reflective of publishing nationally than the bibliographies produced in the countries.

The Copyright Act of 1976, implemented January 1978, greatly increased the effectiveness of copyright as a source of acquisitions because it included penalties for failure to comply with the mandatory deposit requirement of the copyright law. The mission of acquiring works needed for the collections but not voluntarily deposited or registered was entrusted to the Deposits and Acquisitions Division in the Copyright Office. As part of the library-wide reorganization of 1989, that division, renamed the Copyright Acquisitions Division, was transferred operationally to the Acquisitions Directorate of Collections Services (although it has a budgetary and legal relationship to the Copyright Office). The transfer of this division to Collections Services centralized most acquisitions activities under one management, improving the Library's ability to coordinate the various sources used in building the collections: purchase, exchange, gift, government donation, and mandatory deposit.

The division demands deposit of works not voluntarily deposited by publishers, and continues the demand process until a satisfactory level of compliance is obtained or the case is referred to the Justice Department for legal action. In the years since demands for deposit have been issued, the percentage of compliance has been overwhelmingly high and only a minimal number of cases have been referred. In addition to the Library's obtaining the works that are demanded, many additional works are obtained in the process through awareness of the deposit requirement and subsequent voluntary submission of materials for the Library's collections.

In the early 1940s, the Library's various serial files were centralized into one administrative unit in an attempt to improve bibliographic control. Today, the Serial Record Division maintains the Library's central record of serial publications in the Roman, Cyrillic, Hebraic, and Greek alphabets, and has embarked upon an extensive multi-year project to provide automated support for this complex operation. It records the receipt of incoming serials and provides descriptive cataloging for serial titles new to the Library.



The Serial Record Division, on behalf of the Library, administers several cooperative ventures, including the National Serials Data Program (NSDP), the CONSER project (Cooperative Online Serials), and the United States Newspaper Program (USNP). With the increase in the production and information exchange about serials in computerized form, the International Standard Serial Number (ISSN) was created as a means to identify serial publications internationally. The number itself has no significance other than brief, unique, and unambiguous identification. In the United States, NSDP at the Library is responsible for the assignment and maintenance of ISSN to all U.S. serial titles. Administration of the ISSN is coordinated through the International Serials Data System (ISDS), an intergovernmental network of national and regional centers. The ISSN is currently used throughout the world by serial publishers to distinguish similar serial titles from

each other; by libraries to manage their files for orders, claims, and back issues; by copyright centers as a means to collect and disseminate royalties; and by others as an identification code and verification element. The CONSER program, which includes national and research libraries as well as abstracting/indexing services and subscription agencies, was designed to provide a reliable and authoritative online serials database built and maintained cooperatively by member libraries in the OCLC database. To ensure uniformity, all participants agree to follow standardized policies and procedures. Using the OCLC database, the division also provides technical management for the United States Newspaper Program, an endeavor sponsored by the National Endowment for the Humanities to identify, locate, catalog, and preserve U.S. newspapers.

The Acquisitions Directorate is currently organized by function or method of acquisition, but it is appropriate to note that two relatively new ventures are organized around geographic orientation rather than function. The Hispanic Acquisitions Section, which resides in the Exchange and Gift Division, was established in the late 1970s and employs both purchase and nonpurchase methods to acquire materials from the region. It covers Spain, Portugal, and all of Latin America except Brazil and Uruguay, which are covered by the overseas office in Rio. The success of the Hispanic Acquisitions Section led to the establishment in 1988 of the African/Middle Eastern Acquisitions Section, residing in the Order Division, which is responsible for West, Central, and Southern Africa and designated countries of the Middle East.

The effectiveness of these two units has prompted exploration into the possibilities of using a geographic approach in organizing all acquisitions activities. An Acquisitions Reorganization Study Group has prepared a plan for implementation of the optimum configuration of Library acquisitions functions. The study group has proposed the following geographic realignment: Anglo-American (which will include the copyright demand function); European and Latin American; and, Asian, African and Middle Eastern divisions. Geographic sections within divisions will have full responsibility for acquiring materials by all methods—purchase, exchange, or gift. The proposed divisions, if approved, will replace the

present Exchange and Gift, Order, Copyright Acquisitions, and Overseas Operations divisions.

Planning for the reorganization by area of the world as opposed to function is being coordinated with the planning, development, and implementation of ACQUIRE, the Library's new online acquisitions system, which will provide control for fiscal, bibliographic, and statistical information. ACQUIRE is scheduled for full implementation in August 1993. Some files and related activities currently organized by function cannot easily or efficiently be broken up and reconfigured by geographic coverage without the capabilities afforded by ACQUIRE. Therefore, a phased im-

plementation of the geographic reorganization will take that into account.

In anticipation of the ACQUIRE system (which will require the creation of bibliographic records at the time of acquisition for subsequent use in cataloging), the Acquisitions Bibliographic Support Project was established in June 1992. This bibliographic activity was transferred to the Acquisitions Directorate from the Cataloging Directorate in order to provide bibliographic control at the earliest possible time after the Library acquires an item. The project is envisioned to run for up to three years, at which time staff will be merged into other acquisitions divisions.

CATALOGING

Until 1897, impossible as it seems, the Library of Congress had no cataloging department. This is not to say, however, that there was no catalog. As early as 1802, when the collections numbered 964 volumes and nine maps and charts, a catalog was created in which the books were listed by size. The first classified catalog of the Library's holdings, issued in 1812, contained entries for 3,076 books and 53 maps and was arranged into 18 subject classes, subarranged by the size of the volume. Every volume, including the catalog, was destroyed in 1814 when the British burned the U.S. Capitol, home of the Library, to the ground. The Library's purchase of Thomas Jefferson's library in 1815 included his catalog. Jefferson wrote the Librarian of Congress: "You will receive my library arranged very perfectly in the order observed in the catalogue, which I have sent with it." Jefferson's arrangement was based on Bacon's classification of knowledge and consisted of 44 major classes with geographic subdivisions. With modifications, this system continued to be used until the turn of the last century.

When the Library moved from its cramped quarters in the Capitol to its new home, the Thomas Jefferson Building, the collection numbered about 900,000. Spofford's spectacular success in the area of acquisitions had created such an influx of items that the Library's processing capabilities were unable to cope. Materials received as copyright deposits, consisting of approximately 70 tons of unclassified items, had already been moved into the unfinished building in 1895. Spofford proposed the establishment of a cataloging section, and it was established in 1897 through legislation signed into law by President Grover Cleveland, but the size of the existing staff proved to be completely inadequate to the task of processing so many items. Herbert Putnam, Librarian of Congress from 1899 to 1939, complained that when the Library moved across the street the processing staff consisted of "fourteen persons occupied in cataloging, classification, ordering, making-up for binding, and keeping the serial and accessions records. Of this number four were actually engaged in cataloging." At that time, Boston Public Library had 18 catalogers; New York Public had 15. Putnam quickly raised the number of Library of Congress catalogers to 46.

Under Putnam's leadership the Library collaborated with the library community on several aspects of bibliographic control, at first by sharing the intellectual burden of developing cataloging codes and subject and classification systems, and later by sharing the fruits of cataloging, the cataloging records. The decision in 1901 to print Library of Congress catalog cards and make them available to other libraries proved so popular and so successful that uniform cataloging in the United States was possible for the first time and gave rise to standardized cataloging and cooperative cataloging. Since the same book could turn up at virtually every library in the United States, once a book was deposited for copyright and cataloged at the Library of Congress, all libraries could use that cataloging and save themselves the time and expense of doing it again.

The card service also marked the beginning of cooperative cataloging programs at the Library of Congress. The Library had printed and distributed cards prepared by other Federal agencies almost from the beginning. In 1910, the program was extended to non-Federal libraries. In 1932, the American Library Association obtained a grant to establish a revolving fund to underwrite the cooperative cataloging program. By 1939, cooperative cataloging was producing more than 5,000 titles a year on cards printed by the Library.

Today the Library of Congress engages in various kinds of cooperative cataloging activities. Many of these activities are carried out in Collections Services in the National Coordinated Cataloging Operations (NACO), and in Cooperative Subject Cataloging Projects (CSCP). Originally known as the Name Authority Co-op, NACO was established in 1977 as the result of an agreement between the Library and the Government Printing Office (GPO), and began the use and maintenance of a common name authority file. With the success of this initial project, NACO was opened up to other libraries, and in 1981, included for the first time full cataloging records. Again GPO was the first contributor of bibliographic records. CSCP was established in 1983 to facilitate subject cataloging cooperation and contribution of bibliographic records and subject headings, classification numbers, and references. Currently, 79 institutions representing Federal, state, univer-

sity, and special libraries participate in a variety of cooperative cataloging projects under NACO and CSCP auspices.

The primary goal of the current cooperative cataloging projects is to support bibliographic cooperation among U.S. libraries. The following objectives have been designed with that goal in mind: to produce national-level authority files; to share the costs of cataloging; to reduce duplication of effort; to increase the timeliness of cataloging copy; to extend cataloging coverage; and to produce cataloging of national-level quality.



Brief descriptions of current cooperative cataloging projects follow:

- **NACO Authorities Project:** participating libraries contribute name and series authority records to the LC database, creating an authority file that is national in scope. For the majority of participants this is accomplished by means of the Linked Systems Project (LSP), the computer-to-computer links established between OCLC or RLIN and the LC databases. In order to exchange authority records, LSP allows libraries to create or change records in an online file of bibliographic utility, and then contribute them to LC, where they become part of the Library's database and are redistributed via LSP to both utilities and also via tape, fiche, and CD-ROM.
- **CSCP Authorities Project:** since 1989 there has been increasing activity in the area of subject cataloging cooperation as NACO and several other library sources have started contributing proposals for Library of Congress Subject Headings and the Library of Congress Classification Schedules.
- **Bibliographic Products:** since 1981, LC has used GPO cataloging copy for monographic U.S. Federal Government publications acquired for its collections. LC accepts the GPO records (originally prepared for GPO's *Monthly Catalog* and residing in the OCLC database) and incorporates them into the LC database. In 1983 projects were started with Harvard University and the University of Chicago whereby they input full bibliographic records into the LC database. In 1984 the National Library of Medicine began providing the descriptive cataloging for all medical titles in the CIP program, and in 1988 NCCP (National Coordinated Cataloging Program) was developed with eight university libraries. In 1991 the OCLC Fiction Project pilot was begun with member libraries assigning subject headings for characters, setting, topics, form, and genre to individual works of fiction. LC has traditionally not assigned such headings to individual works.

When Archibald MacLeish succeeded Putnam in 1939, he undertook an assessment of the strengths and weaknesses of the institution he had inherited and set about to improve its efficiency and effectiveness. It was reported that of the 5.8 million volumes and pamphlets, exclusive of maps, music, manuscripts, and prints, estimated in the collections of the Library at that time, approximately 1.5 million had not been fully processed and were not represented in the catalogs of the Library. It was further reported that the arrearage in unprocessed books and pamphlets was increasing at the rate of 30,000 books and pamphlets a year.

MacLeish believed the difficulties in administration of the Library were in large part due to its cumbersome organization, with an inordinate number of unit heads reporting directly to him. He created three departments—Reference, Administrative, and Processing—each headed by a director who reported to the Librarian. The

Processing Department, officially established July 1, 1940, centralized all technical processing activities into a single administrative unit for the coordination of all technical work. These administrative changes were made with the expectation of increasing the efficiency and economy of technical work by accelerating technical processes and providing a resulting increase in production. The work of cataloging was reorganized on a functional basis, and, as result, responsibility for cataloging was divided into two divisions. Under the 1940 organization, the Descriptive Cataloging Division was established for the purpose of performing all work done in the determination of author and title entries, imprint, collation, and bibliographical notes; the Subject Cataloging Division was created to combine the work of classification and assigning subject headings.

In 1966 the Library created a cataloging division to support the newly established National Program for Acquisitions and Cataloging (NPAC), which set up the overseas offices to acquire books from foreign countries, adapt the cataloging data supplied by those countries, and make it available to libraries throughout the United States. The Shared Cataloging Division provided the descriptive cataloging for the books obtained through the program. The first shared cataloging center overseas opened in London four days before the new division was created, and, within the first year, nine centers on three continents were established. As more books were acquired through the program, Shared Cataloging grew in size to handle the increasing workload.

The Special Materials Cataloging Division was created in 1981 to provide descriptive cataloging for items in several special formats—microforms, computer files, music, and manuscript collections reported by research libraries. In addition, all music materials, regardless of format, receive subject headings and classification numbers in the division. Similarly, manuscript collections are described from information submitted by cooperating repositories and the resulting records are entered into the *National Union Catalog of Manuscript Collections*.

Although the Library decided at the turn of the century not to use Melvil Dewey's Decimal Classification system as its primary method of classifying Library collections, the Library began printing the Dewey numbers on its cards in 1930 to assist

those libraries, particularly public libraries, which use the Decimal Classification. In 1958 the editorial work on the Decimal Classification and the work of assigning Decimal Classification numbers to selected materials cataloged by the Library were consolidated and given divisional status, in part, to produce future editions of the classification rooted in the daily experience of applying it to books. The editorial staff of the Decimal Classification Division most recently completed the 20th unabridged edition of the *Dewey Decimal Classification* (1989) and the 12th abridged edition (1990).

In 1971 the Library established the Cataloging-in-Publication (CIP) Program. This cooperative program with the nation's publishers provides early cataloging information which appears in the publication and in the MARC Distribution Service. Although the program is most often thought of as a cataloging endeavor, the CIP data is most versatile, being used in acquisitions work and many other library operations. The program has enjoyed huge success with the library and publishing communities, and has saved them countless dollars in acquisitions and cataloging costs.

In the 50 years since the creation of what has come to be called "the assembly line" approach to cataloging, almost eight million bibliographic records have been produced by the Descriptive, Shared, and Subject Cataloging divisions. On September 19, 1990, Librarian of Congress James H. Billington and the Library Management Team approved the concept of a full-scale reorganization of the cataloging directorate, which integrated the cataloging functions in a team approach in a reorganization along whole book lines that was implemented in June 1992. The reorganization replaced the Descriptive, Shared, and Subject Cataloging divisions, and the Whole Book Cataloging Project with four new divisions: Arts and Sciences Cataloging Division; History and Literature Cataloging Division; Regional and Cooperative Cataloging Division; and Social Sciences Cataloging Division.

Integral to the reorganization is the creation of the Cataloging Policy and Support Office from the former Office for Descriptive Cataloging Policy and the Office for Subject Cataloging Policy, which had been created as separate administrative units to support descriptive and subject cataloging development, interpretation, and policies. This office interprets and revises the rules for

descriptive cataloging (*Anglo-American Cataloguing Rules*, second edition) as well as providing input on their replacement by future rules and review and approval of official documents on descriptive cataloging for use inside and outside the Library. It is also responsible for the development, codification, and communication of policies and procedures relating to the development and application of the Library of Congress classification and subject heading systems, and oversees and supervises the preparation of *Library of Congress Classification* schedules and *Library of Congress Subject Headings*. Several MARC Editorial Division staff will be reassigned to the office to assist in maintaining online files and to enhance the PREMARC file.

In a concerted effort to comply with the Congressional mandate that the highest priority be given to eliminating the Library's large arrearages of uncataloged materials, several other administrative changes have been undertaken in the Cataloging Directorate to facilitate arrearage reduction; the results are promising. The Enhanced Cataloging Division has refocused its attention on the copy cataloging and minimal-level cataloging of unprocessed English, French, and Spanish monographs, and millions of unprocessed sound recordings—compact discs, records, and tapes. When the entire reorganization is complete, the Cataloging Directorate will have a totally new appearance, one that would have surprised even such a visionary as Archibald MacLeish.

PRESERVATION

In the area of preservation, much as in the acquisition of new materials for the collections, Librarian of Congress Ainsworth Rand Spofford was a pioneer. Spofford stated "next to the selection and utilization of books, there is no subject more important in the administration of a public library than the binding and preservation of the volumes." Adding that "carelessness or neglect of the work in these points will subject any collection of books to danger and deterioration which may end in the loss of many volumes," he committed himself early to the preservation effort at the Library.

Over the years, the preservation function, which became part of the Library's mission with the establishment of the Binding Division in 1901, has been located in various administrative units of the Library. After 1940, when the position of Keeper of the Collections position was created, all preservation activities became part of the duties of that position. In 1967 a separate Preservation Office was established in response to increasing recognition of the need for applying scientific principles and sound administrative methods to the preservation program for the Library itself, as well as for the nation's libraries. The office was moved to the Research Services department in the reorganization of 1978, and the reorganization of 1989 placed the Preservation Directorate in Collections Services. Today the Preservation Directorate is comprised of five administrative units: Binding Office; Preservation Microfilming Office; Conservation Office; Preservation Research and Testing Office; and National Preservation Program Office.

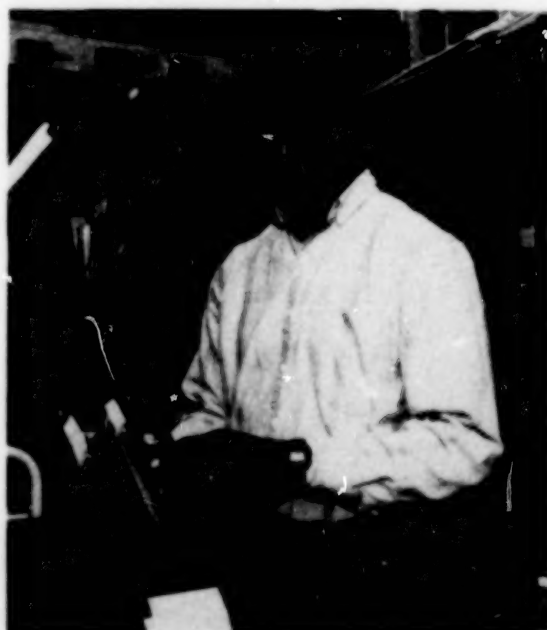
The role of the Binding Office has changed from that of a liaison with the branch bindery the Government Printing Office formerly maintained in the Library to a unit that today prepares Library materials for shipment to commercial binderies. Except for rare materials from the various special collections, all binding is done by contract, according to stringent requirements. The Binding Office staff prepares items for shipment to the commercial binders by selecting the appropriate binding for each item, maintaining records of orders shipped and received, inspecting finished binding for quality, affixing bookplates and embossing pages to indicate Library ownership, and labeling the spines with call numbers. Rebinding

and repair to bindings also are under the purview of the Binding Officer.

With amazing foresight in 1897, Librarian of Congress Young stated his concern about changes in the durability of paper with great clarity, defining for the first time what has become one of the greatest challenges of 20th-century librarianship:

The changes in the processes of manufacture [of paper], its extreme cheapness because of the use of chemicals and wood, have resulted in the publication of a large variety of newspapers, cheap magazines, and other works, which threaten in a few years to crumble into a waste heap, with no value as a record. We have newspapers in our archives going back two hundred and thirty years, the paper as fine and the type as clear as when printed. Of how many newspapers of the present day, or within the past dozen years, could such a fate be prophesied?

Coping with problems resulting from many years of printing on modern acidic papers, the Library of Congress now utilizes a significant portion of its preservation resources for microfilming brittle materials and planning for the mass deacidification treatment of items produced on acidic paper that is not yet brittle.



The Preservation Microfilming Office grew out of a pilot preservation project initiated in 1967, commonly referred to as the "Brittle Books Project," funded by the Council on Library Resources and sponsored by the Association of Research Libraries. Preservation microfilming became a regular Library program in 1968 when the office was established, and since that time its procedures have become a national model for similar programs being developed in other large research libraries.

The goal of the Preservation Microfilming Office is to preserve the intellectual content of brittle books from the Library's collections through reformatting to microfilm. Although the chief activity is to prepare books physically and bibliographically for filming by the Library's Photoduplication Service, it also recommends repair, replacement, or disposal of deteriorating, damaged, or mutilated materials. It maintains liaison with other Library units that are engaged in microfilming preservation efforts and also carries out cooperative filming projects with other libraries.

In determining appropriate treatment for brittle books, staff of the Preservation Microfilming Office search bibliographic records to avoid filming items that are already available on film or in reprint. The office works closely with the Library's Collections Policy Office and the Library's network of selecting and recommending officers to assure that appropriate material is chosen for microfilming and that items with artifactual, artistic, or special research value are retained after filming. Most of the material filmed, however, is discarded since the major objective of the office is to have items in advanced stages of deterioration microfilmed. Often the replacement film is more complete than the original since missing pages and/or missing issues are assiduously sought and added prior to filming. The office also prepared, scanned, and reviewed material for the Library's optical disk pilot system.

The Conservation Office is responsible for developing and implementing a Library-wide program for the preservation and physical restoration of all rare and historically significant materials in the Library's special and law collections. Because of the unique nature and value of these materials, all of the conservation work takes place at the Library and is performed by a highly trained professional staff with experience working with

paper, rare books, and photographs. In addition to the comprehensive treatment given to rare and special materials, there is a phased conservation program which stabilizes or rehouses Library materials to prevent further damage until a more complete treatment can be performed. Much of this work consists of placing items in acid-free paper jackets, encapsulating them in inert plastic, and/or storing them in special boxes. The Conservation Office also provides technical guidance for repairing and maintaining materials in the general collections.



Resources are allocated for conservation treatment of the special collections by the "point system" that was devised in 1981. Each custodial division receives annual allocations of conservation staff time, with two divisions designated on a rotating basis as major users who receive double allocations of conservation staff hours in a particular year. The point system enables the divisions to identify preservation priorities and to address them in an equitable manner. An important feature of this program is that the Conservation Office designates a conservation liaison to assist with planning and coordinating preservation activities in each division, usually through a preservation liaison appointed by the custodial unit.

The Preservation Research and Testing Office, created in 1971, conducts and manages a research program on the permanence, durability, and long-

term preservation of all types of library materials. It also tests and maintains quality control over supplies and materials used in, or related to, the conservation, storage, preservation, and reformatting of Library collections. Staffed by a team of scientists who have made significant and original contributions to library and archival preservation, some of the better known applications of their work relate to utilization of polyester film encapsulation for the physical protection of fragile paper and the development of methylmagnesium carbonate for nonaqueous deacidification of paper, both of which have had a considerable impact on the practice of paper conservation. In addition, Preservation Research and Testing scientists developed and patented the diethyl zinc mass deacidification process, a viable gaseous process suitable for the treatment of large numbers of volumes at a time. Other research projects conducted by the office have involved the effect of the quality of wash water and of metal contaminants on the permanence of paper; the stabilizing effect of reducing agents on paper; the effects of ethylene oxide fumigation on library materials; the stability of photographic and sound-recording media; and the effect of light and temperature on a wide variety of materials.

Contracting for mass deacidification treatment to extend the life of the Library's vast collections on paper is one of the most important activities in which the Preservation Directorate is presently engaged. The mass deacidification process developed by the Library's research and testing scientists has been licensed to private industry for commercial development. The enormous challenge of preserving a substantial portion of the Library's collections from loss through acidic embrittlement continues, and deacidification continues to be a promising option. With the support of the Congress, the Library plans to continue efforts to identify viable, affordable, technically acceptable mass deacidification technologies for preserving its collections.

The National Preservation Program Office, under the general direction of the Director for Preservation, works closely with the other pres-

ervation offices in developing advisory and direct services to the preservation community. It represents the Library in cooperative national and international preservation projects and explores theoretical and practical long-term managerial approaches and solutions to library preservation problems.

In operation since 1984, the National Preservation Program Office provides reference services to the public, to libraries, and to other organizations and associations as requested. It also coordinates the Library's participation in cooperative preservation programs and addresses such issues as standards for microfilming and permanent paper. Through publications such as *International Preservation News*, the preservation leaflet series, fact sheets, occasional monographs, and special projects such as audio-visual programs and films, the office disseminates information about preservation principles and practices. Other activities of the office include workshops, seminars, and lectures; professional liaison functions; and an intern education program for preservation administrators. The office served as the focal point for the United States and Canada for the International Federation of Library Associations and Institutions Core Programme on Preservation and Conservation and continues to encourage world-wide preservation efforts.

In addition to these major functions, the Preservation Directorate is responsible for coordinating budget requests for preservation of Library materials; coordinating and reviewing programs for the protection of the Library's collections against damage from fire, mutilation, water, insects, mechanical equipment and other causes; and planning and coordinating programs for the protection of important collections during national emergencies. Another important service is provided to other libraries, both in the United States and abroad, in making information and emergency assistance available to libraries whose collections have been damaged by fire, flood, and other catastrophes, an example being the fire in February 1988 in the Russian Academy of Sciences Library in St. Petersburg.

PUBLIC SERVICE AND COLLECTION MANAGEMENT I

One of the most important tasks of Collections Services is to open windows of opportunity for readers desiring to use any of the eight special collections under its oversight. To this end, the Public Service and Collection Management I Directorate serves Congressional researchers and other scholarly users who come to the Library from all over the United States and abroad by providing service directly through special reading rooms, including listening and viewing stations for video tapes, motion pictures, and sound recordings; through interlibrary loan; and indirectly through voluminous correspondence, telephone responses, and published reference works which interpret the collections to readers and make the individual items described available far beyond the confines of Washington. Moreover, through symposia, lectures, concerts, and screening selected films, the intellectual and cultural resources of the Library are made widely available to the public in eight administrative units: African and Middle Eastern Division; Asian Division; Geography and Map Division; Manuscript Division; Motion Picture, Broadcasting, and Recorded Sound Division; Music Division; Prints and Photographs Division; and Rare Book and Special Collections Division.

In developing the collections, specialists annually recommend several hundred thousand items, such as manuscripts, maps, photographs, music, and tapes for acquisition. These items require processing—sorting, identifying, describing, indexing—before they can be made available to researchers. In fact, the reduction of the growth of unprocessed arrears is the major initiative during the 1990s. Many millions of items also await preservation treatment before they can be served for public use.

African and Middle Eastern Division

The African and Middle Eastern Division, established in the Library's reorganization of 1978, covers some 70 countries and regions from Southern Africa to Morocco to Soviet Central Asia. Its three component sections—African, Hebraic, and Near East—offer in-depth reference assistance, produce both selective and comprehensive bibliographic guides to the Library's rich and varied collections on this area, and cooperate with

other Library units in developing holdings that meet the research needs of its various constituencies.



The African Section, established in 1960, is the focal point of the Library's reference and bibliographic activities for sub-Saharan Africa—all of the continent except the North African countries of Algeria, Egypt, Libya, Morocco, and Tunisia. It provides assistance to researchers in using the Library's outstanding collections of Africana—that is, material from or about sub-Saharan Africa, including rarities acquired by the Library in the early 19th century. Dispersed primarily in the general collections, the holdings are especially strong in the fields of economics, history, linguistics, and literature. The African Section also houses an extensive reference collection of bibliographies, yearbooks, directories, and selected scholarly works, and an index to selected periodical articles. The holdings also include a large uncataloged collection of unique pamphlet material arranged by geographic region and by subject.

The Hebraic Section has long been recognized as one of the world's foremost centers for the study of Hebrew and Yiddish materials. Established as the Semitic Division in 1914, its beginnings can

be traced to Jacob H. Schiff's gift in 1912 of nearly 10,000 books and pamphlets from the private collection of Ephraim Deinard, a bibliographer and bookseller. Today the collection contains more than 125,000 items in the Hebrew, Yiddish, Ladino, Judeo-Persian, Judeo-Arabic, Aramaic, Syriac, Coptic, and Amharic languages.

Comprehensive reference and bibliographic services for the Middle East in general are provided by the Near East Section. Established in 1945, the section offers researchers specialized assistance on both Western and vernacular materials covering the Arab World, Turkey, Iran, Afghanistan, and the southern borderlands of the former Soviet Union—Armenia, Georgia, and Soviet Central Asia. The acquisition in 1945 of the Mansuri Collection of more than 5,000 volumes on all aspects of Islam and Islamic culture provided the nucleus for the development of an outstanding Arabic collection, which was augmented by the opening of an acquisitions center in Cairo. In addition to materials in Arabic, the division holds major collections in Persian, Turkish, Pushtu, Armenian, and the languages of Central Asia, including books, periodicals, newspapers, documents, and manuscripts. A gift of 375 volumes from Sultan Abdul-Hamid II of Turkey in 1884 marked the beginning of the development of this portion of the collection, which is particularly strong in the fields of Islamic religion, science, history, art, politics, government, literary criticism, and literature.

Asian Division

A gift presented by the Emperor of China to the United States in 1869 was the beginning of what are today the collections of the Asian Division. The Asian Division—originally established as the Division of Chinese Literature in 1928—represents one of the most accessible and comprehensive collections of Asian-language materials in the world, covering an area ranging from the South Asian subcontinent and Southeast Asia to China, Japan, and Korea. Complementing these collections are important materials on Asia in other areas of the Library, particularly in the special collections of legal materials, manuscripts, maps, music, films, and photographs. In addition, extensive Western-language materials on Asia are housed in the general collections.

The Chinese collection, with more than 580,000 volumes in the Chinese language, is the largest in the West. In addition, there are several thousand volumes in the Manchu, Mongol, and Moso (Nakhi) languages. The collection is particularly rich in Chinese local histories and in classical Chinese literature.

The Library's comprehensive collection of more than 730,000 volumes in Japanese, representing the preeminent research resource on Japan outside that country itself, originated with an exchange agreement between the U.S. and Japanese governments in 1875. The collection has special strengths in the humanities, social sciences, science, and technology. In 1992 the Asian Division was reorganized to include the Japan Documentation Center to fulfill a Congressional need for current information, scholarship, and government reports ("gray literature") from Japan concerning economics, social sciences, public policy, technology, and humanities, as well as to improve cultural understanding between the United States and Japan.

Systematic development of the Korean collection began immediately after World War II; a substantial grant received from the International Cultural Society of Korea provided funds to increase the collections in this area, leading to the creation of a separate section in 1990. The collection currently consists of almost 100,000 monographs and 2,500 serial titles. The North Korean holdings have also been greatly strengthened in recent years. Today the collection is the largest outside of East Asia and covers all important subjects ranging from the classics, history, and traditional literature through the arts, social sciences, and natural sciences.

Inaugurated in 1938, a small collection of materials on Southern Asia has grown to be the world's most extensive repository of printed works from an area that stretches from Pakistan on the west to the Philippines on the east. Through various acquisition projects involving overseas offices in New Delhi, Karachi, and Jakarta, the collection currently includes more than 227,000 volumes in the languages of Pakistan, India, Bhutan, Burma, Thailand, Laos, Cambodia, Vietnam, Singapore, Malaysia, Brunei, Indonesia, and the Philippines. Since 1975, the Library has been successful in adding to the collection materials from all the mainland Southeast Asian nations.

Geography and Map Division

Maps and atlases were a special interest of the founding fathers, given the concern that they expressed in 1783 that the new nation would need to assemble books and materials to protect the United States against possible claims from "Spain or other powers which had shared in the discoveries & possessions of the New World." Both the first shipment of books to arrive for the collections in 1800 and Jefferson's personal library contained maps and atlases, although the fires of 1815 and 1851 destroyed most if not all of the map collection in each instance. Between the latter date, and the founding of the "Hall of Maps and Charts" in 1897, several important collections of historical materials as well as more contemporary works received through copyright had increased the size of the holdings to approximately 47,000 maps and almost 1,200 atlases. The first "Superintendent of the Hall of Maps and Charts," Philip Lee Phillips, devised a classification schedule for maps and atlases, traveled at his own expense to acquire items for the collections, and worked diligently to organize the rapidly growing holdings.



Today the collection is the largest and most comprehensive cartographic collection in the world, numbering more than four million maps, 53,000 atlases, 8,000 reference works, 350 globes,

2,000 three-dimensional relief models, and a large number of cartographic materials in other formats, including a browse file of approximately two million images derived from Landsat satellites, NASA aircraft, and space shuttle missions. The collections contain many manuscript and printed maps of colonial America, the Revolutionary War, the War of 1812, the Civil War, and 20th-century wars. Some of the earliest original maps include three manuscript portolan atlases and 19 portolan charts drawn on vellum by Italian, Portuguese, and Spanish cartographers from the 14th through the 17th centuries. Of particular interest to genealogists and local historians is a large collection of U.S. county and state wall maps and atlases published in the 19th and 20th centuries.

Manuscript Division

The "Department of Manuscripts" was another of the organizational units established in 1897. Its staff of four assumed custody of a collection of approximately 25,000 items which had been acquired primarily through the purchase of the Peter Force collection; the gift of Joseph M. Toner's collection relating to George Washington and American medical history; and several small transfers from the Smithsonian Institution. In 1903, the State Department began transferring historical papers, including several presidential collections that had been acquired by the Federal Government. Despite its early concentration upon acquiring original manuscripts for political, military, and diplomatic history, the division broadened its interests, particularly after World War II, to include cultural history, history of science, and the archives of nongovernmental organizations.

Today the division's holdings consist of nearly 40 million items contained in 10,000 separate collections, including some of the greatest manuscript treasures of American history and culture. The division's collections contain 23 groups of presidential papers (Washington through Coolidge), all of which are available on microfilm; the papers of a substantial number of government officials, including cabinet officers, members of Congress and the Federal judiciary, and U.S. military personnel; the papers of prominent writers, artists, scientists, reformers, and political figures; special collections formed by individual or institutional collectors; and approximately four million copies

of foreign documents relating to American history, the originals of which are located in foreign archives. The division's largest collection is the records of the National Association for the Advancement of Colored People; other nongovernmental organizations that have deposited their papers include the National Urban League, National American Woman Suffrage Association, Brotherhood of Sleeping Car Porters, League of Women Voters, and the American Colonization Society. This extraordinary collection has been assembled through the generosity of countless donors, who have given their personal collections, organizational records, and family papers to the Library.

Music Division

In 1815 the earliest volumes of music and music literature owned by the Library were those in Thomas Jefferson's personal library, purchased by the Congress to reestablish the legislators' library that was burned in 1814 during the war with Great Britain. Throughout the 19th century, the collection was built primarily through copyright deposits and consisted mainly of vocal and instrumental compositions that were neither accessioned nor arranged. In 1897 Librarian of Congress John Russell Young formally established the Department of Music.

The collections of the Music Division currently consist of more than six million items, including the vast copyright deposits that uniquely document the history of American music, books, periodicals, rare published music and books, and major collections of manuscript letters, scores, and other documents from the 17th century to the present day. Of special note are holdings of opera scores and librettos, American musical theater, and chamber music. The collections are regularly enriched through purchases and gifts.

Elizabeth Sprague Coolidge was the division's first benefactor through her gift of the Coolidge Auditorium in 1925, the creation of the Coolidge Foundation, and sustained support of musical performance. Gertrude Clarke Whittall donated five Stradivarius instruments for performance and provided the Whittall Pavilion to house them. These two women began a tradition of musical philanthropy for the division that has continued unabated. In 1967, a major bequest from Leonora

Jackson McKim established a fund for the support—through commissions, performances, and recordings—of new works for violin and piano by American composers. Throughout her life, Lenore Gershwin, widow of Ira Gershwin, added to the Library's collections of manuscripts of George and Ira. In 1991, her bequest provided generous funds for a broad range of activities, including acquisitions, research, and publications. The benefit to the Music Division from wise benefactors is almost incalculable: dozens of concerts are presented without charge and then broadcast in this country and abroad; composers are encouraged through commissions and assured performances of their music; otherwise unobtainable materials are secured for the collections; and the division's contribution to the art and preservation of music is enhanced.

The division's collections are served through the Performing Arts Reading Room in the James Madison Memorial Building. A reference collection including music, dance, and theater is also available for consultation in the Performing Arts Library (a section of the Music Division) at the John F. Kennedy Center for the Performing Arts.

Motion Picture, Broadcasting, and Recorded Sound Division

The Motion Picture, Broadcasting, and Recorded Sound Division was formed in July 1978, when the Recorded Sound Section of the Music Division was combined with the Motion Picture Section of the Prints and Photographs Division. Until 1912, the Library received paper copies of films as copyright deposits because no provision had been made for film deposit regulations. The so-called Paper Print Collection, no longer under copyright, is the cornerstone of today's film collection.

The division houses the Library's film, broadcasting, and recorded sound archives and research library. Its treasures consist of unrivaled collections of moving images and recorded sound including radio and television news and newscasts; theatrical feature films; classical, popular, and folk music; recorded political speeches, documentaries, and filmed historic events; recorded performances of ballets, operas, and symphonies; animated cartoons; radio and TV dramas and comedies; commercials; Library of Congress performances; and

the floor debates of the U.S. Senate and House of Representatives. In all, there are 100,000 motion pictures, 80,000 television programs, and two million sound recordings, of which approximately 75 percent are available for use by scholars. Unique items include early silent films, many of them preserved versions of the films in the Paper Print Collection (1896-1915), and captured Japanese and German wartime newsreels. The generosity of the Mary Pickford Foundation has enabled the Library since 1983 to provide regular public screening of films in the collections.

Preservation is a major concern of the division. The Library's Motion Picture Conservation Center at Wright-Patterson Air Force Base near Dayton, Ohio, specializes in the preservation of unstable nitrate motion picture film by duplicating it on safety stock. The Library is the only American film archive that has its own preservation facility. The laboratory has converted more than 12,000 films, far more than any other American film preservation laboratory. The sound recording laboratory, created by the Carnegie Foundation in 1940, has established internationally recognized preservation and storage standards for sound recordings. The laboratory is equipped to duplicate virtually every medium ever used to record sound, and makes state-of-the-art recordings of live performances held at the Library of Congress. In 1988 the National Film Preservation Board, with representatives from the creative, scholarly, and business communities, was established at the Library to promote preservation of the national film heritage. Each year, the Librarian, working with the Board names 25 films to the National Film Registry at the Library of Congress, and works with owners of the films to assure that archival-quality copies of the films are added to LC's national film collection.

Prints and Photographs Division

The Prints and Photographs Division, formally established in 1897 as the "Department of Graphic Arts," was founded upon a rich reserve of prints, drawings, and photographs assembled during the 19th century through gift, purchase, copyright deposit, and transfer from other Government agencies. Conceived as a department devoted to the fine arts, the division has come to assume a leading role in the visual documentation of his-

tory as well. The division's strong commitment to access makes these collections available each month to over 2,000 members of the international research community. The collections reach an even broader public through appearance in books, journals, films, television programming, and exhibitions. Today the Library's graphic art collections are more widely disseminated (and heavily used) than those of any other American research library or museum.

The division houses over 15 million items, more than 90 percent of which are photographs. The monuments of American documentary photography preserved by the division include the Civil War photographs of the Brady studio; the negatives and print morgue of the turn-of-the-century Bain Photo Service; the Farm Security Administration survey of Depression-era America; and the *Look* and *U.S. News & World Report* magazine collections. The history of photography as an art form is also well documented through the Library's holdings of works by Alfred Stieglitz, F. Holland Day, Arnold Genthe, and other masters of the medium. The division also has outstanding resources for the history of American architecture, design, and engineering, including the unparalleled documentation compiled by the Historic American Buildings Survey and Historic American Engineering Record (HABS/HAER). The di-



vision's holdings of American historical prints and drawings, American illustrators' drawings, and political satires from the United States, Europe, and Latin America, are the most comprehensive in the world. The poster collections range from large woodblock prints produced in the 1840s to recent, computer-generated works. The fine print collection spans the history of Western printmaking from the 15th century to the present.

Philanthropy has been important to the history and operations of the division. Many of its important collections, ranging from the *U.S. News & World Report* archive to its early Frank Lloyd Wright drawings, came to the Library as gifts. Trust funds have often accompanied gifts of collections, including the Joseph Pennell Fund for the purchase of original prints, and the Caroline and Erwin Swann Memorial Fund for the support of the development and care of the Library's caricature and cartoon holdings. More recently, a grant from the Morris and Gwendolyn Cafritz Foundation provided funding for processing and cataloging 750,000 photographs of the Washington, D.C., metropolitan area, and publication of an illustrated guide to that collection.

Rare Book and Special Collections Division

When the collections were being prepared for the move to the new Library of Congress building, thought was given to safeguarding the Library's rare printed books which had previously been kept in the Librarian's office in the Capitol. In his 1897 report to Congress, Librarian John Russell Young said that his newly appointed Chief Assistant Librarian Ainsworth Rand Spofford, who had voluntarily stepped down from his post as Librarian that year, recommended against placing rare books in the custody of the "Keeper of Manuscripts." Spofford pointed out, "in all great National Libraries, the head of the Manuscript department has nothing to do with printed books." He went on to say that the "department of rare books and Americana should be in direct charge of the one in the Library who knows their pecuniary and comparative and intrinsic value, and who alone could discriminate from the great

mass for special care and treatment." Young and Spofford decided to keep the rare books and Library of Congress records in the executive office area of the building's northwest curtain, at least for the time being.

In 1927 Mrs. John Boyd Thacher died and bequeathed her husband's collection of incunabula, autographs, early printing, and manuscripts to the Library. The same year the Library's first special reading room for rare books was designated atop the new bookstack which had been built in the northeast courtyard. Librarian of Congress Herbert Putnam assigned V. Valta Parma to be the "Keeper of the Rare Book Room." That year the rare book collection consisted of about 25,000 volumes accumulated through the purchase of Thomas Jefferson's personal library, and the acquisition of the collections of Peter Force and John Boyd Thacher. In 1930 Congress authorized the purchase of 3,000 15th-century books owned by Otto H. Vollbehr, including one of three known perfect copies on vellum of the Gutenberg Bible. By 1934 the beautiful permanent room for the Rare Book Division, modeled after Philadelphia's Independence Hall, was completed and the new quarters were occupied. Today the Rare Book and Special Collections Division consists of more than 600,000 books, broadsides, pamphlets, theater playbills, title pages, prints, posters, photographs, and medieval and Renaissance manuscripts. The collection of nearly 5,700 incunabula is the largest such grouping in the Western Hemisphere.

The Library's munificent rare book donor, Lessing J. Rosenwald, began giving his collection of rare illustrated books to the Library in 1943. At the time of the original gift, the collection consisted of over 500 books, including more than 200 incunabula. Over a period of more than 35 years, he and his family presented to the Library a collection of 2,600 rare illustrated books that constitutes the finest rare book collection in the Library. On permanent display, in conjunction with the Gutenberg Bible, is perhaps his best-known gift, the Giant Bible of Mainz, a manuscript written and illuminated in Mainz in 1452-53. Many other generous individuals have also contributed to the building of the division's collections.

END

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